



U.S. DEPARTMENT OF COMMERCE
Bureau of the Census



2010 Census Recruiting Bulletin

OPENING DATE: July 11, 2008
CLOSING DATE: September 30, 2008

Recruiting Bulletin No. BOLCO-2144-09
Providence Early Local Census Office (ELCO)
Providence, RI

This Bulletin will remain open for a minimum of 10 days, or until sufficient applications are received.

POSITION TITLE: Assistant Manager for Administration (AMA)

NUMBER OF VACANCIES: One (1)

PAY RATE: \$42,120 per year \$ 20.25 per hour

EXCEPTED SERVICE POSITION: Temporary, Schedule A Appointment, not-to-exceed one year, with the possibility of a one-year extension.

WORK SCHEDULE: This is a temporary, full-time position. The incumbent is covered by the mixed-tour employment program.

DUTY LOCATION: Providence RI

AREA OF CONSIDERATION/WHO MAY APPLY: U.S. citizens residing in Providence, Kent, Bristol Counties RI.

POSITION SUMMARY: The incumbent reports directly to the Local Census Office Manager (LCOM) and oversees all administration operations for the office and the field. The AMA supervises Office Operations Supervisors (OOS) and clerks within the Administration department.

QUALIFICATIONS:

- A. Submit a complete application and the three Evaluation Criteria Statements included with this Bulletin. You must have at least the minimum experience level for each criterion to qualify for this position. And you must have experience in every aspect of the level you choose.
- B. Pass a written, one hour, multiple-choice, supervisory skills test.

DUTIES OF THE ASSISTANT MANAGER FOR ADMINISTRATION

- A.** The AMA directly supervises Office Operations Supervisors (OOS) and indirectly supervises up to 10 office clerks within the Administration department.
- B.** Reports regularly to the LCOM on progress and problems.
- C.** Provides training and guidance to the administrative staff using manuals and on the job training.
- D.** Uses management reports to assure that administrative operations are conducted on time and within budget. Identifies problems and takes corrective action.
- E.** Assures vacancies are filled for all departments and field operations.
- F.** Monitors the selection of new hires to assure compliance with Federal hiring practices.
- G.** Manages the daily processing of payroll, personnel and other administrative documents for up to 1500 office and field staff.
- H.** Oversees the maintenance of payroll and personnel records to comply with Privacy Act requirements.
- I.** The AMA is responsible for maintaining the ELCO/LCO space through effective relationships with the leaser and/or the building manager.
- J.** Approves supply and equipment requisitions needed to ensure continuity of office operations.
- K.** Assists in setting up and closing the office, assuring minimal waste of excess supplies and equipment.
- L.** The AMA is the principal technical advisor on administrative operations in the LCO answering inquiries from the LCOM, the Assistant Managers and the providing guidance to the LCO employees.
- M.** Applies the principles of Equal Employment Opportunity (EEO) in hiring practices, training, employee development and utilization of employee skills. Periodically reviews the status of the EEO program and takes steps to make improvements throughout the ELCO/LCO.

HOW TO APPLY:

Applicants must submit a resume with cover letter or the Optional Application for Federal Employment (OF-612). List your work duties and accomplishments relating to the job for which you are applying.

The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- **The Recruiting Bulletin number and the position title.**
- Full name, mailing address with zip code, day and evening phone numbers with area codes.
- Social Security number.
- Country of Citizenship. **This Federal job requires U.S. citizenship.**
- Highest Federal civilian grade held (if applicable).
- Veteran's Preference – Applicants claiming 10-point veteran's preference MUST submit the SF-15, Application for 10-Point Veterans Preference, and the latest copy of their DD-214, Certificate of Release or Discharge from Active Duty. If the applicant is unable to provide the supporting documentation for the 10-point preference, but has provided the documentation for the 5-point preference, they will only receive the 5 point preference until the documentation for the 10 point preference is received.
- Highest education level achieved. Specify the name of educational institution, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements and type of degree received. Graduates of foreign universities must include proof of foreign education equivalency to an accredited U. S. college/university. To qualify based on education, submit a copy of your college transcript, along with your application.
- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, and telephone numbers, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/current licenses, and honors, awards and special accomplishments (e.g., publications, memberships in professional societies, etc.).

NOTE: Use of any Government agency envelopes to file a job application is a violation of Federal laws and regulations. **Applications submitted in Government envelopes or via Government FAX machines will not be accepted.**

Disabled veterans or any other applicants eligible for non-competitive appointments should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling 1-617-488-9006.

EVALUATION CRITERIA STATEMENTS FOR
ASSISTANT MANAGER OF ADMINISTRATION

To be considered, applicants MUST address each of the following three evaluation criteria statements. Print and submit with application.

Please select the answer that best describes your experience demonstrating the ability to provide direct supervision over both employees and supervisors. (*Circle the appropriate letter.*)

A. As my primary responsibility, I have experience with **both** of the following: managing a staff of 20 or more employees that included at least two levels/tiers of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s)); **and** managing a rigorous, time-sensitive, fixed deadline operation such as a weekly payroll, billing, or delivery operation where the failure to deliver the product/service with almost perfect accuracy and on-time would have resulted in severe hardship for the organization.

B. As my primary responsibility, I have experience with **both** of the following: a) managing a staff of 10 or more employees that included at least two levels of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s)); **and**, and managing a rigorous, time-sensitive, fixed deadline operation such as a weekly payroll, billing, or delivery operation where the failure to deliver the product/service with almost perfect accuracy and on-time would have resulted in severe hardship for the organization.

C. As my primary responsibility, I have supervised a staff of 10 or more employees, but I have not had to supervise another supervisor/team-lead **or** I have supervised one level/tier of subordinate management, but the staff I managed was less than 10 employees. The work I supervised had critical deadlines and was time-sensitive in nature.

D. My experience is less than what is described above.

Applicants are also required to support their answer and complete the following.

Indicate the job from your attached resume or other application form that verifies the answer you selected. **OR** write in the space below, your experience that supports your answer above. In addition to listing your experience, you must include the employer's name and address, the title of the position, and the dates of employment. You may use a separate sheet of paper if needed. Include your name on each attachment.

2. Please select the answer that best describes your payroll, personnel, and property management experience. (Circle the appropriate letter.)

A. I have been personally responsible for ensuring the daily processing of payroll and personnel documents. Additionally, I have been personally responsible for **all** of the following: maintaining office facilities/supplies to ensure the continuity of office operations; managing the property necessary to conduct operations, preparing administrative reports, **and** training and developing administrative staff.

B. I have been personally responsible for ensuring the daily processing of payroll and personnel documents. Additionally, I have been personally responsible for **some** of the following: maintaining office facilities/supplies to ensure the continuity of office operations; managing the property necessary to conduct operations, preparing administrative reports, **and/or** training and developing administrative staff.

C. I have been personally responsible for ensuring the daily processing of payroll and personnel documents. However, I have **not** been personally responsible for **any** of the following: maintaining office facilities/supplies to ensure the continuity of office operations; managing the property necessary to conduct operations, preparing administrative reports, **or** training and developing administrative staff.

D. My experience is less than what is described above.

Applicants are also required to support their answer and complete the following.

Indicate the job from your attached resume or other application form that verifies the answer you selected. **OR** write in the space below, your experience that supports your answer above. In addition to listing your experience, you must include the employer's name and address, the title of the position, and the dates of employment. You may use a separate sheet of paper if needed. Include your name on each attachment.

3. Please select the answer that best describes your experience with using management reports to correct problems with payroll and personnel processing. (Circle the appropriate letter.)

A. I have used management reports to identify payroll and personnel processing problems, and used analysis of these reports to **manage** the implementation of solutions.

B I have used management reports to identify payroll and personnel processing problems, and used analysis of these reports to **implement** effective solutions myself.

C. I have used management reports to identify payroll and personnel processing problems and used analysis of these reports to **recommend** effective solutions to managers, **or** I have used reports to manage the implementation of solutions unrelated to payroll and personnel processing problems.

D. My experience is less than what is described above.

Applicants are also required to support their answer and complete the following.

Indicate the job from your attached resume or other application form that verifies the answer you selected. **OR** write in the space below, your experience that supports your answer above. In addition to listing your experience, you must include the employer's name and address, the title of the position, and the dates of employment. You may use a separate sheet of paper if needed. Include your name on each attachment.

SUBMIT YOUR COMPLETE APPLICATION PACKAGE TO:

**U. S. Census Bureau
Boston Regional Census Center
One Beacon Street 7th Floor
Boston, MA 02108**

ATTN: 2010 ELCO Management

APPLICATION DEADLINE: Your complete application package must be received in the Boston Regional Census Center by the closing date of the bulletin.

Applications received after this date will not be considered. We will contact you to schedule a time and location for testing.

Payment of relocation expenses IS NOT authorized.

For further information about this vacancy you may call toll free: 1 877 355 6188.

CONDITIONS OF EMPLOYMENT:

This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.

Candidates selected for these positions must sign an agreement outlining the conditions of employment prior to the appointment.

Candidates are required to complete a Declaration of Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation.

Candidates are required to sign and certify the accuracy of all the information in your application. If you make false statements in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.

Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U. S. citizenship).

FAIR LABOR STANDARDS ACT (FLSA): The incumbent will be exempt from the minimum pay and overtime provisions of the Fair Labor Standards Act (as amended by PL-93-259) based on the presence of duties that are identified with exemption criteria.

**THE U.S. DEPARTMENT OF COMMERCE IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED,
NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AND AFFILIATION
WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.**